

**Committee on Workforce Development and Government Operations**

**Carol Schwartz, Chair**

**March 2, 2007 Testimony on FY2006 Performance:**

**Stephanie D. Scott, Secretary of the District of Columbia**

Good evening, Councilmember Schwartz. My name is Stephanie Scott, and I am the Secretary of the District of Columbia. Having sat in this chair just five and a half weeks ago for my confirmation hearing, I will not make a lengthy opening statement. Instead, I have appended my original testimony from that hearing.

This evening I will summarize the work of the Office of the Secretary in Fiscal Year 2006.

**Notary Office**

Last year at this time then Interim Secretary Pat Elwood reported that the Notary Commissions and Authorization Section had finally begun a major project to automate and digitize the all-paper files. The automation project was planned and the initial architecture for the system was created during FY2006. The automation project is currently on hold, having used the funds allocated, and facing a larger volume of work than initially expected. In FY 2007, the contractors DigiDocs/Document Managers, a registered LSDBE, began the tedious process of filling in the structure, and have an estimated 385,000 pieces of paper left to scan into the system. The contractors also trained the staff of the notary office on how to continue the process. We are hiring two temporary employees through DOES' Project Empowerment, and will also use summer interns to do some of the work.

**Office of Public Records/Archives**

I have met with the Office of Property Management regarding the capital project for the Archives and Office of Public Records. The designs were completed for Recorder of Deeds Building in FY2006, and the current plan is to begin construction in the middle of 2008, with completion anticipated for the end of 2009. The lease for space at 6856 Eastern Avenue NW, which was anticipated at last year's hearing, was not signed. Apparently the negotiations were held up for a while due to the indictment of the building's owner. Now, the landlord wants to change the original deal, and it is no longer cost-effective for our needs, so we are working with OPM to plan for the time before the Recorder of Deeds Building is completed, and thereafter.

#### **Office of Documents and Administrative Issuances**

In FY2006 two new staff members joined the team, one as the editor of the DC Register, and the other as a legislative analyst. At the start of the Fenty administration, we hired two attorneys, one of whom is the new Director of the Office. The Office of Documents and Administrative Issuances is responsible for all Mayor's Orders and the publication of the DCMR and the DC Register each year, which they continued to do throughout FY2006, despite their short staffing.

**Office of Protocol:** In FY 2006 the Office of the Secretary responded to 292 requests for courtesy visits with foreign dignitaries. We also signed Sister City relationship agreements with:

- Sunderland, England, the ancestral home of George Washington;
- Seoul, Republic of Korea;
- Brazzaville, Congo; and
- Accra, Ghana.

And renewed Sister City Relationships with: Dakar, Senegal; Paris, France; and Tshwane, South Africa. Other protocol activities in FY2006 included: attending National Day receptions for over 90 countries; hosted educational sessions about our government with delegations from over 40 countries; helped arrange foreign visits for the Mayor, and kept a log of foreign and domestic gifts to the District of Columbia.

### **Ceremonial Services**

In FY2006 the ceremonial services section met its high volume of requested documents, producing: 305 Proclamations; 690 letters of greeting, condolence, anniversaries, etc; 554 Certificates of Merit and Appreciation; and 150 Awards. In FY2007 to date, we have delivered 129 Proclamations; 215 letters, whether greetings, condolence, anniversary; 277 Certificates of Merit and Appreciation; 53 Awards; 2 Honorary Citizenships (to the mayors of New York and Boston); and 1 Key to the City (to Massachusetts Senator Edward Brooke).

**Civil Actions:** In FY2006 the Office of the Secretary received and processed 2,170 Civil Actions, which were passed on to the Office of the Attorney General. In FY2007 we have received and processed 511 Civil Actions to date.

### **Freedom Of Information Act Requests:**

In FY2006, the Annual FOIA Report was turned in for FY2005 on April 19, 2006, showing that the mean and median number of days to process requests for the government as a whole were 10 days each. This year we delivered the FOIA Report for FY2006 on February 1, 2007, showing that the mean and median number of days to process requests for the government as a whole were 26 and 24 days, respectively.

Special Events:

- **Escheated Estates Fund:** In FY 2006, 102 applications were received, 29 grants were made, for a total of \$287,747.90. In FY 2007 to date, 36 applications were received for the first cycle, 15 grants were made, for a total of \$141,017.00. For the 2<sup>nd</sup> cycle, 32 applications have been received.
- **Cherry Blossom Poster Contest:** In FY2006, 26 schools participated, with 163 entries in poster contest, and 15 prizes awarded. For FY2007, the deadline has been extended for entries to March 9, due to the recent snow days.
- **Emancipation Day Parade:** In 2006, the Emancipation Day Parade had 80 units with approximately 1,550 people marching. Eleven lectures and other events were held. For 2007, we are planning a march with thousands of participants, and have already scheduled 12 events and lectures, which does not include schools and associated poetry events. Last year at this hearing there was some discussion of getting an Emancipation Day stamp. That project was not realized last year, but it has been suggested that we try again for next year.

**This concludes my testimony, I am pleased to address any questions you have.**

## Committee on Workforce Development and Government Operations

Councilmember Carol Schwartz, Chair

### OFFICE OF THE SECRETARY

1. What would you say are the agency's top 5 challenges today? And the top 5 goals?

The top five challenges currently facing the Office of the Secretary are:

- 1st. **Physical Space for Public Records & Archives.** The District of Columbia Archives holds many valuable artifacts that are important to the history of the United States. These documents are not kept or displayed in the state-of-the-art facility they deserve. There is a plan for part of the Archives to move to the Recorder of Deeds building, but the building is not scheduled to be completed until the end of 2009. In the meantime, the Archives are held in the DC Records Center on Naylor Court, NW, which is in need of repair and renovation. During this hearing last year it was reported that a new lease for the Records Center would be signed within the month. That lease was never completed, and we remain uncertain as to when the Archives and Records Center will be settled.
- 2nd. **Transforming several paper-based divisions into computer-based divisions.** The three document handling divisions: Office of Documents, Notary Commissions and Authentications, and Public Records/Archives, would all function better, more efficiently, and at a lower cost, if they were fully automated divisions, with computerized databases, online public interfaces, credit card capabilities, and digitized archives. Unfortunately, none of them are, and getting them that way is the biggest challenge the Secretariat faces.
- 3rd. **Updating the DC Municipal Regulations.** As we discussed in my confirmation hearing, I am committed to getting the DCMR updated, so that we can post current regulations online. The Office of Documents Staff is overwhelmed with

their daily duties, which is why the updating has gotten behind. We have made inquiries about starting the law student project, but have only had preliminary conversations.

4th. **Keeping up with innovations and best practices in various sectors.** Last month I attended the winter conference of the National Association of Secretaries of State, here in DC, and learned that it is a resource with a wealth of knowledge on innovations and best practices on the services provided by the Office of the Secretary. I am pleased to have the opportunity to attend conferences and learn about issues such as digital archiving, electronic notarizations, emergency preparedness, and other innovations, but implementing these best practices can be difficult.

5th. **Lack of cross-training among staff within divisions.** There is precious little shared knowledge among staff members on how to conduct many tasks. The degree of compartmentalization varies across the divisions, with the areas of most concern being the Office of Documents and the Executive Office. There is one editor for the DC Register, who receives assistance from several of her colleagues, but I have been told that it is all but impossible to publish the Register on time if she is out of the office for a week. Similarly, the Administrative Issuances Officer is a repository of knowledge on how to create, record, and release Mayor's orders. Were he to retire, we stand to lose 37 years worth of institutional memory. In the Executive Office, one staff member serves as program officer for the Escheated Estates Fund, and is solely responsible for organizing the quarterly applications.

At my confirmation hearing in January, just 20 days into this position, I gave my top 5 priorities as:

1st. **Voting representation in Congress and full budget autonomy.**

2nd. **The Records Center and Archives' capital project.**

- 3rd. Online access to DCMR and DC Register.**
- 4th. Digitizing records and archives.**
- 5th. Making the Secretariat more efficient and user-friendly.**

Now that I have had another month to learn about the Office, I would not radically alter that list, although it could be argued that online access to DCMR/DC Register, and digitizing records/archives are subsets of making operations more efficient and user-friendly. The one priority I would add at this point is:

- 6th. Strengthening the Sister City program.** The District of Columbia has signed Sister City Agreements or Protocols of Friendship with the following 12 cities: Paris, France; Athens, Greece; Bangkok, Thailand; Beijing, China; Brussels, Belgium; Tshwane (Pretoria), South Africa; Chongqing Municipality, China; Seoul, South Korea; Accra, Ghana; Sunderland, England; Brazzaville, the Congo; and Dakar, Senegal. Some of these relationships are more active than others and we are in the process of reinvigorating the programs' steering committees to make the relationships more beneficial to both cities. Sister City relationships promote economic development, tourism, and cultural understanding, and can also be another source of best practices and innovation. I would like to be able to create a structure to make the Sister City program more self-sustaining, and involve the Council more involved in both creating agreements and participating in programs.

- 2. How many contractors/consultants are performing work for the agency currently?**

There are no contractors or consultants currently performing work for the agency, other than the printing discussed in question 4.

**3. How much did the agency spend on contracts in FY 2006? And thus far in FY 2007?**

In FY 2006, the Office of the Secretary spent \$1,109,785.95 on contracts. As of February 26, 2007 our office has spent \$713,803.70 on contracts.

**4. What percentage of the agency's FY 2006 contracts and so far in FY 2007 were sole source?**

In FY 2006, the Office of the Secretary had a contract with the U.S. Government Printing Office (\$165,000 Memorandum of Understanding) and a contract the U.S. National Archives and Records Administration (\$400,000 Memorandum of Understanding) that were not competitively bid. If these two contracts are considered sole source, approximately 51% of our contract dollars go to sole source contracts. If these are not considered sole source contracts, our office has no sole source contracts above \$10,000.

For FY 2007, the Office of the Secretary currently has the same contract with the U.S. National Archives and Records Administration, which makes up 56% of the office's contract dollars.

**5. How many contract monitors does the agency have?**

The Office of the Secretary has no separate contract monitors. To the extent that our printing agreements are contracts, their performance is overseen by the Director of the Office of Documents.

**6. Please provide the name, job title and salary of each agency employee with an annual salary of \$100,000 or more? Please provide the same for agency employees with an annual salary of at least \$95,000 but less than \$100,000.**

The four employees paid more than \$100,000 per year from the OS budget are:



- a. Stephanie D. Scott, Secretary of the District of Columbia, \$120,000;
- b. Director Office of Documents and Administrative Issuances, \$103,000;
- c. Notary Authentications Officer, \$102,514; and
- d. Support Services Manager, \$120,711.

There are no employees in the \$95,000 - \$100,000 range.

- 7. For every employee bonus awarded in FY 2006 and thus far in FY 2007, please provide the recipient's name and job title, amount of the bonus and reason for the bonus.**

For FY2005 employee performance, a total of \$38,701.09 in bonuses were awarded in FY2006.

For FY2006 employee performance \$31,771.20 in bonuses are scheduled to be paid in FY2006.

- 8. Please provide the name and job title of each employee who traveled in FY 2006 and thus far in FY 2007, as well as the following:**

In FY2006, Patricia Elwood traveled on August 23, 2005 for the Protocol and International Affairs conference in Puerto Rico. The trip cost \$997.83. Other details will be provided soon.

In FY2006, Clarence Davis traveled in August 2005 for the annual meeting of the Society of American Archivists in New Orleans. The trip cost \$1073.11. More details will be provided soon.

Two other trips were taken in late October 2005, for a total cost of \$4,095.52, and we are determining who took them. I will provide that information as soon as possible. The total for FY2006 was \$6,166.46.

In FY2007, Clarence Davis traveled in late September 2006 to attend the Annual Meeting of the Association for the Study of African-American Life and History that was held in Atlanta. The trip cost \$449.95. Other details will be provided soon.

- Travel dates;
- Purpose of travel;
- Total cost of the trip including subtotals for travel, lodging, per diem, and any other expense related to the trip paid or reimbursed by the District; and
- The name of the third party agent if the trip was purchased through a travel agent or other third party.

**9. How much in credit card expenses were billed to the agency in FY 2006?**

**And thus far in FY 2007?**

In FY 2006 the Office of the Secretary used the office purchase card for \$55,703.90 worth of expenses. The Ceremonial Services card was used for \$17,230.85.

In FY2007 the Office of the Secretary used the office purchase card for \$46,723.73 worth of expenses; \$17,474.59 was incurred by the Fenty administration, including \$6,423 spent on furniture for the Office of Documents. The Ceremonial Services card was used for \$27,755.93 in FY2007, with the Fenty administration incurring less than \$500 of the total.

**10. What are the most common reasons for an agency employee to use a government-issued credit card?**

The purchase card is used for most purchases made by the office, including office supplies, printing, and furniture.